



NEVADA STATE CONTRACTORS BOARD

Online License Registration Instructions

Step by step guide to successfully completing your Nevada State Contractor's License Registration.

To access the online registration, go to www.nscb.nv.gov

Select the "On Line Renewals and Services" link

or

Select the Tab "Online Services" and Select "Main Menu"

Public Services Main Menu

New Registrations

Select New Registration

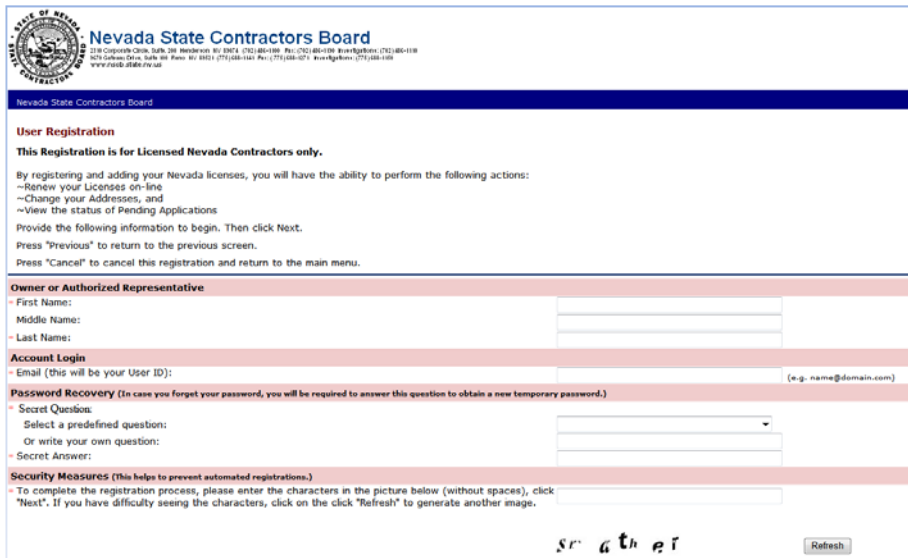
The screenshot shows the Nevada State Contractors Board website. The header includes the board's name and logo. The main navigation bar has tabs for Home, News, Online Searches, Forms, FAQs & Brochures, Agendas & Minutes, and Online Services. The "Online Services" tab is selected, showing a "Main Menu" link. Below this, the "Public Services Main Menu" is displayed, with a "New Registration" link highlighted by a red arrow. The "Nevada Contractor Login" section is also visible, with fields for User ID and Password, and a "Log On" button.

User Registration

Enter your information

Enter the Security word at the bottom of the page

Select Next



Preview Registration

Confirm the data you entered is correct

Select Edit if changes to your information are needed

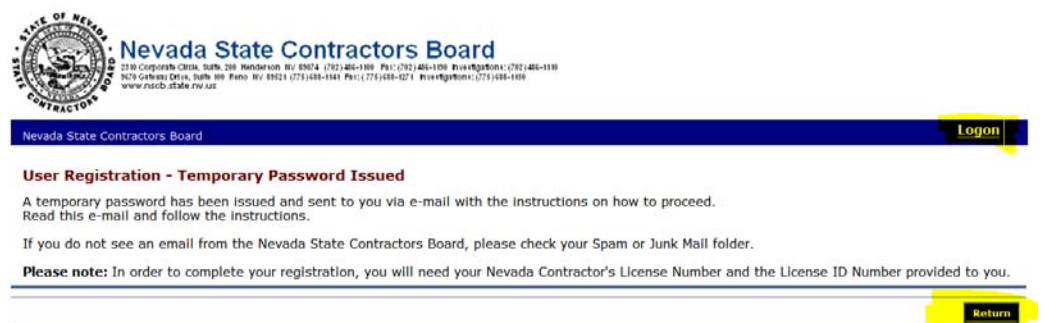
Select Save once you have verified all information is correct



Temporary Password Issued

Select "Logon" or "Return" to go back to the "Public Services Main Menu"

Your temporary password will be e-mailed to you.



Retrieving your Temporary Password

Log into your e-mail account

Open the email from noreply@nscb.state.nv.us to retrieve your temporary password.

Please note: Your User ID is your email address.

Hello Ronald,

Thank you for registering for an online account. Please complete your registration by logging on to your account at www.nscb.state.nv.us.

Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive.

USERID : abcdefg@hotmail.com
PASSWORD: DKHJPT2xZ

Public Services Menu

From the Public Services Menu,

Enter Your User ID and temporary password in the login screen, then select Log On

Nevada State Contractors Board

Public Services Main Menu

If you have already registered, please log on below. If you have not yet registered, please click New Registration below.

Public Services

Public License Search

Public Disciplinary Action Search

Nevada Contractor Login

User ID: abcdefg@hotmail.com

Password: *****

Log On

Forgot your password? Click [here](#).

Nevada Contractors - Register Here

New Registration

2011-05-10 12:00:21 PM

Update Default Registration Information

Re-set your password and select Save.

Nevada State Contractors Board

Update Default Registration Information

Enter your new password and press "Save".

Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

Old Password: *****

New Password: *****

Confirm Password: *****

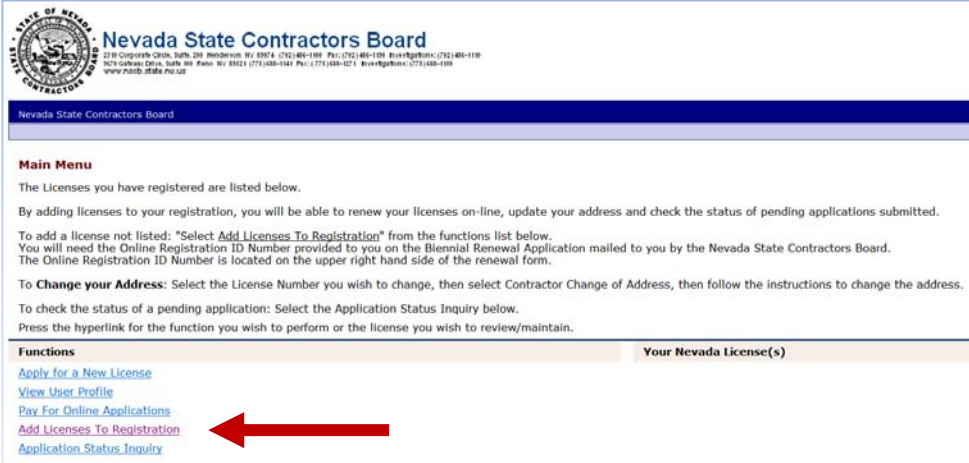
2010-11-16 8:04:09 AM

The above completes the registration section. Now you must add your license(s) to your registration in order to change your address online or renew your license online when your license is eligible for renewal.

Main Menu

To add licenses to your registration, complete the following steps

Select Add Licenses to Registration



The screenshot shows the Nevada State Contractors Board website. At the top is the board's logo and contact information. Below is a navigation bar with the text "Nevada State Contractors Board". The main content area is titled "Main Menu" and contains instructions for users. A red arrow points to the "Add Licenses To Registration" link in the "Functions" section.

Nevada State Contractors Board

2118 Corporate Circle, Suite 200 Henderson NV 89074 (702) 406-1100 Fax: (702) 406-1100 Email: info@nscb.com
3679 Gateway Drive, Suite 100 Reno NV 89521 (775) 433-1341 Fax: (775) 433-1341 Email: info@nscb.com
www.nscb.state.nv.us

Main Menu

The Licenses you have registered are listed below.

By adding licenses to your registration, you will be able to renew your licenses on-line, update your address and check the status of pending applications submitted.

To add a license not listed: "Select Add Licenses To Registration" from the functions list below.

You will need the Online Registration ID Number provided to you on the Biennial Renewal Application mailed to you by the Nevada State Contractors Board. The Online Registration ID Number is located on the upper right hand side of the renewal form.

To **Change your Address**: Select the License Number you wish to change, then select Contractor Change of Address, then follow the instructions to change the address.

To check the status of a pending application: Select the Application Status Inquiry below.

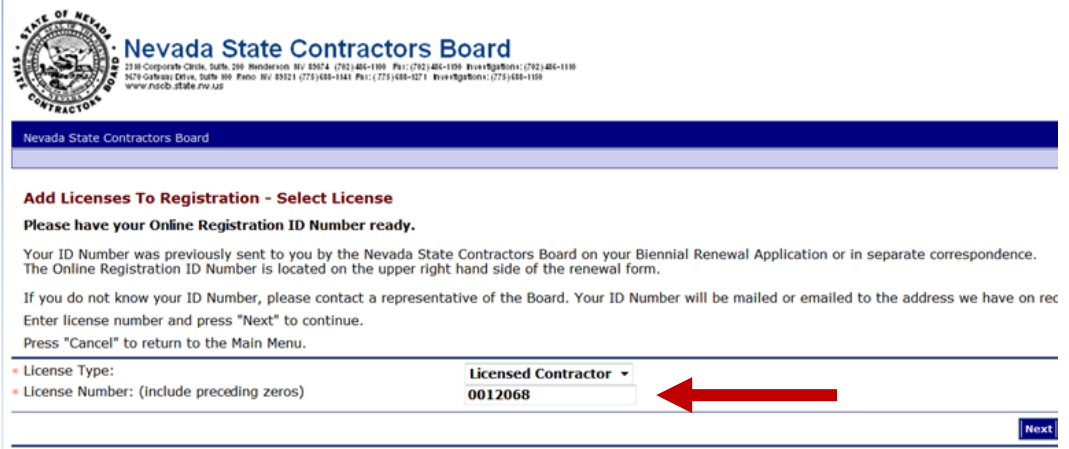
Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions	Your Nevada License(s)
Apply for a New License	
View User Profile	
Pay For Online Applications	
Add Licenses To Registration	
Application Status Inquiry	

Select License

Enter your license number with Preceding zeros in the License Number field.

Select Next



The screenshot shows the "Add Licenses To Registration - Select License" screen. It contains instructions for users to enter their license number. A red arrow points to the "License Number" field, which contains the value "0012068".

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Add Licenses To Registration - Select License

Please have your Online Registration ID Number ready.

Your ID Number was previously sent to you by the Nevada State Contractors Board on your Biennial Renewal Application or in separate correspondence. The Online Registration ID Number is located on the upper right hand side of the renewal form.

If you do not know your ID Number, please contact a representative of the Board. Your ID Number will be mailed or emailed to the address we have on record.

Enter license number and press "Next" to continue.

Press "Cancel" to return to the Main Menu.

License Type:	Licensed Contractor
License Number: (include preceding zeros)	0012068

[Next](#)

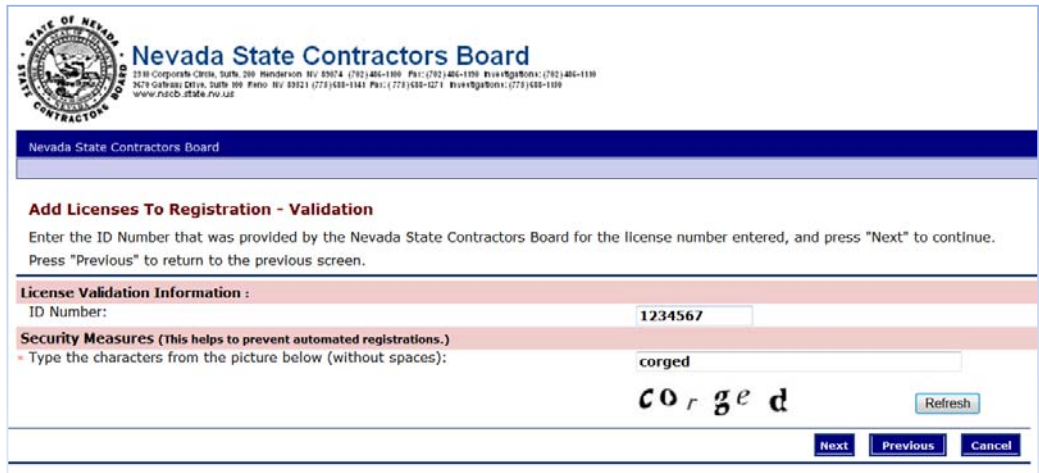
Validation

Enter your ID Number, which was provided to you by the Nevada State Contractors Board.

(If you do not know your ID Number, contact a representative of the Board and your ID Number will only be mailed or emailed to the address we have on record.)

Enter the security word at the bottom of the screen (click the Refresh button if you are unable to read the letters; a new word will be provided)

Select Next



The screenshot shows the "Add Licenses To Registration - Validation" screen. It contains instructions for users to enter their ID number and a security word. A red arrow points to the "ID Number" field, which contains the value "1234567".

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Add Licenses To Registration - Validation

Enter the ID Number that was provided by the Nevada State Contractors Board for the license number entered, and press "Next" to continue.

Press "Previous" to return to the previous screen.

License Validation Information :	
ID Number:	1234567
Security Measures (This helps to prevent automated registrations.)	
Type the characters from the picture below (without spaces):	corge d
Refresh	

[Next](#) [Previous](#) [Cancel](#)

Preview

All license numbers associated with the ID Number will appear.

Click Add to add all license numbers listed.

If you have other licenses not listed, they may have different ID Numbers that must be added separately.

Confirmation

To confirm the addition of the licenses, select Next.

Main Menu


All licenses added to your registration appear in the right column of the Main Menu screen.

To work with a license, select the license number.

License Menu

The options available for the license number selected is show in the left column under Functions.

Click on one of the functions to start processing.




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5670 Gateway Drive, Suite 100 Reno NV 89521 (775) 688-1141 Fax: (775) 688-1271 Inver@nscb.com; (775) 688-1150
www.nscb.state.nv.us

Nevada State Contractors Board

Add Licenses To Registration - Preview
Press the "Add" button at the lower right side of the screen to add these licenses to your registration.
Press "Previous" to return to the previous screen.
Press "Cancel!" to return to the Main Menu.

License Type:	License Number:
Licensed Contractor	0012068

[Add](#) [Previous](#) [Cancel](#)




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Add Licenses To Registration - Confirmation
Press "Next" to continue.

[Next](#)




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Nevada State Contractors Board

Main Menu
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By adding licenses to your registration, you will be able to renew your licenses on-line, update your address and check the status of pending applications submitted.
To add a license not listed: "Select [Add Licenses To Registration](#)" from the functions list below.
You will need the Online Registration ID Number provided to you on the Biennial Renewal Application mailed to you by the Nevada State Contractors Board.
The Online Registration ID Number is located on the upper right hand side of the renewal form.
To **Change your Address:** Select the License Number you wish to change, then select Contractor Change of Address, then follow the instructions to change the address.
To check the status of a pending application: Select the Application Status Inquiry below.
Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions
[Apply for a New License](#)
[View User Profile](#)
[Pay For Online Applications](#)
[Add Licenses To Registration](#)
[Application Status Inquiry](#)

Your Nevada License(s)
Contractor #0012068



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Nevada State Contractors Board

License # 0012068 Contractor

License Menu
To **Renew your License:** Select the license renewal link below and answer all questions.
To **Change your Address:** Select Change of Address, then follow the instructions to change the address.
The functions listed below are available for this license number.
Please select the function you wish to perform.
Press "Back" to return to the main menu.

Functions
[Active License Contractor Renewal](#)
[Change Of Address](#)

License Status: **Active**
Expires On: **04/30/2011**
(mm/dd/yyyy)

[Back](#)

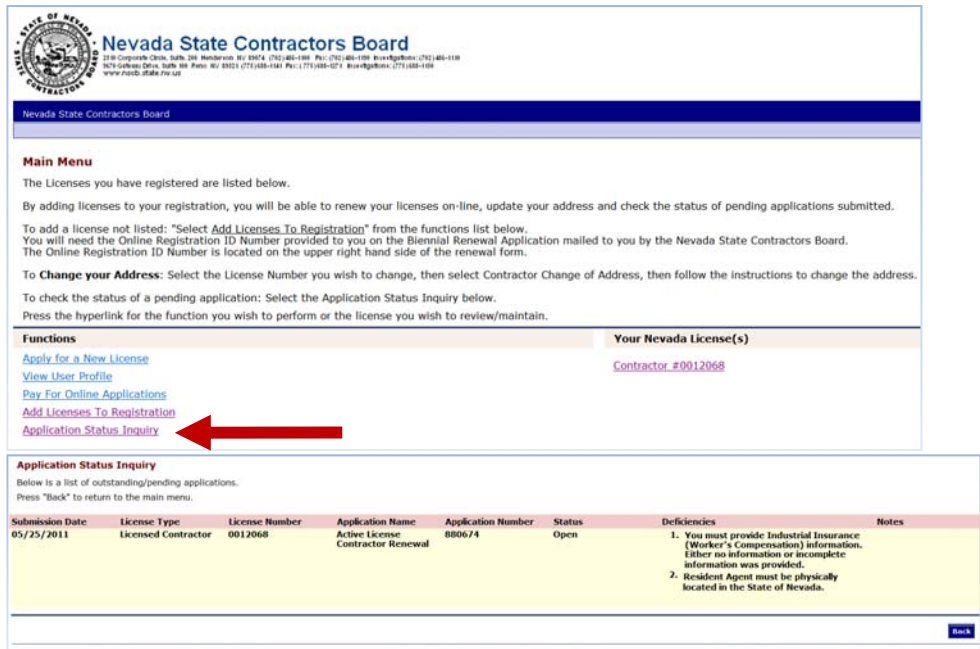
TO VIEW PENDING APPLICATIONS

Main Menu

To view all pending applications for all licenses added to your registration, select Application Status Inquiry in the left column under Functions

Application Status Inquiry

The list will show what is pending and the known deficiencies for the application.



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Nevada State Contractors Board

Main Menu
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Functions	Your Nevada License(s)
Apply for a New License	Contractor #0012068
View User Profile	
Pay For Online Applications	
Add Licenses To Registration	
Application Status Inquiry	

Application Status Inquiry
Below is a list of outstanding/pending applications.
Press "Back" to return to the main menu.

Submission Date	License Type	License Number	Application Name	Application Number	Status	Deficiencies	Notes
05/25/2011	Licensed Contractor	0012068	Active License Contractor Renewal	880674	Open	1. You must provide Industrial Insurance (Worker's Compensation) information. (Either no information or incomplete information was provided). 2. Resident Agent must be physically located in the State of Nevada.	

Back

If you have any questions, please contact a representative of the Board.

Southern Nevada
(702) 486-1100

Northern Nevada
(775) 688-1141